



FREE FIRE SAFETY PAMPHLETS, CARDS, BOOKLETS AND TEACHING RESOURCES

Fire safety pamphlets, cards, booklets and teaching resources are available to the Alberta fire service from the Office of the Fire Commissioner, in support of public education programs. Follow the steps below to order from the catalogue.

Registering

Fire Chiefs

1. Go to www.datagroup.ca/ddm7
2. Enter your login ID: First Name space Last Name.

If you've forgotten your password, click the Forgot Your Password? button and follow the prompts. The system will email you a new password within minutes. If you encounter any problems, email SA.Distribution@gov.ab.ca or firecomm@gov.ab.ca

New users

1. Go to https://secure5.datagroup.ca/acsc/request_ext.asp
2. Provide your contact information and click Submit. Within 72 hours, you will get an email with your login ID, password, and the secure website address to access the electronic catalogues through the Data Document Manager (DDM). *Note: You will only have to do this authorization once.*

Accessing catalogues

1. Log onto the www.datagroup.ca/ddm7 site with your login ID and password.
2. Select the catalogue you wish to access, choose your items and add them to your shopping cart. Submit your order. You will get an email confirmation and an order-tracking number.

Orders are usually delivered within 4-5 business days. Rush orders will be processed the same day.

Tips

Search for items by item number, item name or partial title. Order quantities according to the packaging in the Units column. When you reorder, you can use your previous online order—just change the quantity. Review your order before submitting it. "Restricted" items are for a specific user group. Service Alberta distribution coordinator must approve the order before shipping.

Assistance

Consult the online User Manual above the Administration tab. You can also contact the SA distribution coordinator at SA.Distribution@gov.ab.ca 780-644-1301 or email firecomm@gov.ab.ca

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